



XIGNEX
Digital Solutions Inc.



Xignex Digital Solutions Incorporated
418 Krizia Building, Gorordo Avenue
Camputhaw, Cebu City, Philippines 6000



E-mail: info@virtualbiznest.com



Phone: 032 236 1360

PRIVATE AND CONFIDENTIAL

DATE : September 27, 2022
TO : Lindielyn Tomala Radomes
POSITION : Virtual Assistant
FROM : Human Resources
SUBJECT : Notice of Termination

Dear Ms. Radomes;

The purpose of this letter is to inform you that as of September 27, 2022 your employment with Xignex Digital Solutions Inc./Virtual BizNest is being terminated for just cause for:

- a) Gross and Habitual Negligence
 - a.1.) Violation of the Code of Conduct on Unsatisfactory Work Performance; and
 - a.2.) Sleeping during work hours
 - a.3.) AWOL (Absence Without Official Leave)

You have been informed of the above charges in the following Notices to Explain, to wit;

- i) Notice to Explain dated September 16, 2022 ("NTE") was sent to 1) your company email lindy@virtualbiznest.com to which you received and acknowledged on September 21, 2022. It was reported that you failed to follow task procedures and directives from your supervisor, causing delays in the tasks assigned to you. There were delays in posting GMB (Google My Business) photos and sending client reports. Anthony Cirilo, Operations Manager, confirmed during the Administrative Hearing on September 24, 2022, that the GMB posting should be done on a regular basis, if not daily — weekly, but you insisted on posting it in bulk by month. You also stated that you are aware that it should be posted weekly rather than in bulk monthly. Furthermore, you also confirmed that your immediate supervisor, Riel Armilla Jr., and colleagues on the Jackpine Team have made you aware on multiple occasions.
- ii) In another particular instance, you were instructed to train your teammates, Shally Mar Romosod and Fedelyn Agapito, on GMB (Google My Business) tasks, but you didn't do it for over two weeks without inform your immediate supervisor, until another teammate - Lyndell Arranguez stepped in and did it instead. You explained that it was due to scheduling conflicts in all of your schedules. It should be noted that your team works the same hours from 11 p.m. to 8 a.m. You also failed to notify your immediate supervisor of your inability to complete such task, which caused another delay.
- iii) You also received another Notice to Explain on September 16, 2022, in which you asked for access to the Jackpine info Gmail account on September 13, 2022. "Jackpine" asked a resend of the prompt at 12:25 a.m., but you responded at 5:02 a.m. During the Administrative Hearing, it was confirmed that the reason you were unable to send the prompt as requested was because you fell asleep. You committed two offenses on the same day by violating the Standard Response Time Policy and sleeping during work hours. You confirmed that you are aware of the policy's existence and also admitted to sleeping during working hours when you were expected to perform work for which you were paid.
- iv) Notice to Explain was also sent you on September 16, 2022 for going on Absence Without Official Leave (AWOL) on September 13, 2022. You explained that you had a high fever and chills as a result of your injured right arm. When asked if you had a check-up for your injury, you said you only bought pain relievers.

It should be noted that this is not the only time you have been written up and coached about your poor work performance. In November 25, 2021, you were also issued an NTE that you had failed to observe the deadline/due date policy concerning your Asana, particularly in performing the local SEO and GMB tasks. From another report sent by Anthony Cirilo, Operations Manager, in July, you have also not posted GMB Photos and have not provided updates for more than ten (10) Jackpine clients.



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The evidences at hand, along with the Report of your superior, Riel Armilla Jr., proved that you have fallen behind in many tasks and projects assigned to you. Despite all of the coaching and numerous warnings, you have made no progress. As a result of your actions, some clients reduced their paid work hours, resulting in financial and client confidence losses for the company. When we produce low-quality work, we compromise our reputation as a company that takes pride in establishing trust with our clients. You have put the company at risk in losing the client by doing so. Your teammates have also taken on extra work to compensate for the tasks and responsibilities that you have failed to complete, resulting in a burden on them.

In view of the foregoing, management is of the position that you have committed gross and habitual neglect which are just cause for termination under our labor laws. You also violated the terms and conditions of your employment and the Company rules for serious and terminable offenses. You are therefore not fit for employment in the Company. Management shall end your services from the Company effective September 27, 2022.

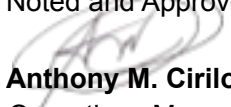
You are advised to coordinate with your respective superior and the HR Department. You will also need to clear yourself of all Company accountabilities in order for your final pay, if any, to be released. You may contact your immediate supervisor and/or HR for processing of your clearance and final wages.

Regards,


Pamela S. Franco

Human Resources Generalist

Noted and Approved:


Anthony M. Cirilo

Operations Manager